



**JOINT READINESS TRAINING CENTER AND FORT POLK
CPAC, NON-APPROPRIATED FUND (NAF)
FORT POLK, LOUISIANA 71459-5341**

*“ARMY CIVILIAN PERSONNEL PROFESSIONALS –
HELPING LEADERS MEET THE MISSION”*

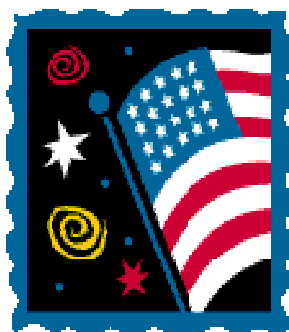


MORALE * WELFARE * RECREATION

**NAF NEWS BULLETIN
NUMBER 7**

JULY 2007

**HAPPY
FOURTH
OF
JULY!**



**THE NAF STAFF WOULD LIKE TO WISH
ALL OF OUR NAF EMPLOYEES
A HAPPY 4TH OF JULY!**

**JULY
MANDATORY
TRAINING**

Mandatory Training for FY 07 should be attended during the employee's birth month. Employees and their supervisors have the opportunity to choose between two dates to complete the training. Please contact Tami Culbreath, Civilian Personnel Advisory Center (CPAC) Training and Career Program Coordinator at 531-1856 to reserve your spot! Effective October 2006, everyone, including all NAF employees, is required to attend this training. Mark your calendar and plan to attend.

The July 2007 training dates are:

10 July 2007

26 July 2007

The location of the training for the above is the Library/Education Center, Room 221.

The schedule of training is as follows:

0800 - 0900 ALCOHOL AND DRUG ABUSE TRAINING
0900 - 0915 BREAK
0915 - 0945 SECURITY
0945 - 1020 SAEDA
1020 - 1035 BREAK
1035 - 1115 DA ETHICS
1115 - 1215 LUNCH
1215 - 1345 EEO/POSH
1345 - 1400 BREAK
1400 - 1450 ENVIRONMENTAL
1450 - 1500 BREAK
1500 - 1630 AT LEVEL 1 AWARENESS TRAINING

PLEASE PLAN ON ARRIVING NLT 10 MINUTES PRIOR TO 0800.

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<https://mypay.dfas.mil>

If an employee does not have a valid PIN to access myPay.dfas.mil, a new PIN may be requested at the above website. Select NEW PIN under NEED A NEW PIN option on the myPay homepage. The process will issue a new random temporary PIN number that will be mailed to the employee's house via postal mail. After they receive their PIN number in the mail, they can then log on to the myPay website, create their personalized PIN number and print out copies of their Leave & Earnings Statements (LES) as well as their W-2's come tax season.



WELCOME NAF NEW HIRES!

JUNE

*Alisa Edwards, Child & Youth Services Assistant
Facility Director, CDC*

Jean Plummer, Budget Analyst, FMO

Hasani Thomason, Hotel Desk Clerk, Lodging

Jowaner Tribble, CYPA, Middle School/Teen

Tommie Hanners, CYPA, Middle School/Teen

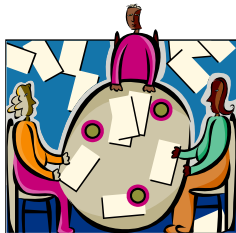
Christine Lewis, CYPA, Youth Sports & Fitness

Evangeline Middleton, Hotel Desk Clerk, Lodging

Whitney Mann, CYPA, CDC

Ariel Carpenter, CYPA, CDC

Valerie Hammond, CYPA, CDC



**Interactive
Customer
Evaluation**

IF YOU HAVE BEEN SATISFIED WITH THE SERVICE PROVIDED TO YOU AT THE NAF HR OFFICE, PLEASE LET US KNOW! GO TO THE WEBSITE BELOW, CLICK ON PERSONNEL SERVICES, THEN CPAC – NONAPPROPRIATED FUND (NAF).

http://ice.disa.mil/index.cfm?fa=site&site_id=257&service_category_id=33

YOUR OFFICIAL PERSONNEL FOLDER (OPF)

Has your address or phone number changed? Does your OPF reflect the correct name and phone number that should be notified in case of an emergency? Are your beneficiaries current? Have you furnished a copy of your transcript or college courses to the NAF HR Office? Remember, the NAF HR Office is always ready and willing to help you have an OPF that reflects current and accurate information.



Introducing My Biz and My Workplace

MyBiz is now fully available for NAF employees! To assist you, please find some very useful training aids at (downloadable):

https://www.chra.army.mil/catalog/NAF%20mybiz_myworkplace.htm

If you haven't done it already, it is highly recommended that you and your staffs gain access and explore MyBiz.

MyWorkplace access is available for managers. However, until the organizational hierarchies are built managers will not be able to see any employee information. The NAF HRO is currently working to build these hierarchies. Please stay tuned for further information on this.



JULY BIRTHDAYS!



The NAF HR Office would like to wish all of our NAF employees who will be celebrating a birthday in July a very Happy Birthday! Enjoy your special day!



The NAF HRO will be participating in the ACS Employment Readiness Program Job Search Workshops. The dates are as follows:
22 August 2007 - 9:00 to 9:30 am
17 October 2007 - 9:00 to 9:30 am

Got a question for the NAF Staff, but you're not sure who to contact?

Well, just email your question or concern to: ftpolknafcpac@polk.army.mil



WAGE SURVEY RESULTS

NONAPPROPRIATED FUND (NAF)
WAGE RATE SCHEDULES
FOR RAPIDES, LOUISIANA WAGE AREA

The Department of Defense, Civilian Personnel Management Service, Wage and Salary Division, Nonappropriated Fund (NAF) Pay Systems Branch, Arlington, Virginia has issued new wage rate schedules for Non-appropriated Funded (NAF) employees in the Rapides, Louisiana Wage Area, which includes Fort Polk. The new schedule applies to all employees paid from non-appropriated funds who are engaged in laboring, trade and craft occupations and some white-collar occupations covered under pay banding in the area. The new schedules apply to all NAF employees in NF Pay Bands 1, 2, the minimum rate of NF Pay Band 3 and Trades, Crafts and Labor occupations (NA, NL, NS).

The effective date of the new wage rate schedule for NA, NL, and NS employees is **05 July 2007**. The average hourly increase for employees is 1.9 percent or an average of 15 cents per employee.

The effective date of the new pay ranges for Pay Band (NF) employees is **05 July 2007**. The average hourly increase for NAF Level 1 is 2.9 percent or 22 cents and for NF Level 2 is 2.7 percent or 26 cents. The rates of pay for NF Levels 1, 2 and the minimum rate for Level 3 are adjusted in accordance with local prevailing rate surveys. The rates of pay for NF Levels 3, 4, 5 and 6 are adjusted as the General Schedule (GS) is adjusted.

Nonappropriated Fund employees paid under the Child and Youth Program Schedules (CC) are not included on this schedule.

Questions concerning the new pay schedule should be referred to the Civilian Personnel Advisory Center, Non-appropriated Fund Human Resources Office, telephone 531-4906/4955/6301.

The NAF Wage Schedules are posted on the CPAC/NAF homepage under Wage Rate Schedule 2006 at <http://www.jrtc-polk.army.mil/cpac/naf.htm>.

COMING SOON!

**NAF
EMPLOYEE
BENEFITS
OPEN
SEASON!**



US ARMY NAF EMPLOYEE RETIREMENT PLAN

You may elect to participate in the retirement plan if you are a regular full time or regular part time NAF employee working at least 20 hours a week. To join the retirement plan, you must fill out and sign DA Form 3473, which is available from your Civilian Personnel Office.

COST OF THE RETIREMENT PLAN

Your cost to participate in the Retirement Plan is 2% of your salary, which is deducted from your pay each pay period. Additionally, your employer contributes 6.5% of your salary to fund your retirement. Your contributions and your employer's contributions are deposited into the Army NAF Retirement Trust. Those funds are invested by the Trust and used to pay your retirement benefits once you have retired.

PARTICIPATION BEGINS

If your hire date is on or after 1 January 2001, your participation begins on your hire date. If you were an eligible NAF employee prior to 1 January 2001, your participation begins on the date you signed your Enrollment Form, DA Form 3473.

VESTING IN THE RETIREMENT PLAN

You are vested in the retirement plan when you have contributed to the plan for 5 years. Vesting means you are entitled to receive a lifetime monthly benefit when you reach the required retirement age. Vesting also means that your spouse is entitled to a survivor benefit upon your death.



THE CPAC/NAF HRO WILL BE
RELOCATING IN THE
NEAR FUTURE!
PLEASE BE PATIENT WHILE WE
MAKE THIS TRANSITION!



NAF HRO –
NEW HOURS OF
OPERATION
(FIRST FRIDAY
OF EACH MONTH
STARTING APRIL
6TH)

MONDAY -
THURSDAY
8:00 AM TO 4:30
PM
FRIDAY –
8:00 AM TO 12:00



Until Every One Comes Home.®



JULY 2007

ARTICLES FOR BULLETIN

If you have any suggestions on topics or issues that you would like addressed in future bulletins, please submit them to one of the following:

1. deyka.farrar@us.army.mil
2. Call 531-4955/4906

Suggestions will be reviewed and addressed if at all possible.

//Original Signed//

DEYKA V. FARRAR

NAF Human Resources Officer

Civilian Personnel Advisory Center